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11 JUN 1974

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Management and Services  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service

SUBJECT : Personnel Management Planning and Evaluation System

REFERENCES : (a) Memo fr ExDir/Compt dtd 3 Jan 73, subj:  
Personnel Development Plan

(b) Annual Personnel Plan

(c) Empl Bull #397, dtd 1 Apr 74, subj:  
New Approaches to Personnel Management

1. In Reference (c) I announced a number of new approaches to personnel management in the Agency -- approaches which are designed to assign specific responsibility for significant areas of personnel management and personnel development. These responsibilities are to be administered by the Heads of the Career Services in the best interests of the Agency and for maximum development of the capabilities of Agency employees. The Annual Personnel Plan (APP) and the Personnel Development Program (PDP) are two mechanisms which support these approaches through establishing specific personnel management objectives for each Career Service and reporting progress toward their achievement. They are complementary parts of the overall system of personnel management planning and evaluation which I will review annually.

2. The Annual Personnel Plan provides for the forward planning and reporting of personnel management goals by the Heads of the five Career Services. It insures the same careful attention to personnel plans for the future as is required in the annual program and budgetary reviews. As a matter of prime importance, the Personnel Development Program places special emphasis on the responsibility of our managers to develop people. The FY 74 PDP required development plans for employees in Grades GS-13 through GS-15 who were selected as having the potential for assignment to upcoming vacancies in executive level positions. The FY 75 PDP will be expanded to include

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the development of profiles, as guidelines for training and assignment plans, for homogeneous groups of officers beginning with Grade GS-09.

3. Together the APP and the PDP represent realistic, forward planning and the establishment of specific personnel management goals for the Career Services and for the Agency. These are more than mere annual exercises to produce reports. The proposed goals for Career Sub-Groups are to be reviewed and evaluated at the Career Service level in the same fashion as I review those for the Career Services and for the Agency. Once approved, progress towards these targets of achievement must be a continuing concern of managers and should be monitored on a regular basis by the Heads of the respective Career Services. An active and positive approach is the key to the value of this system for effective personnel management.

4. I consider the Annual Personnel Plan as Part I of the Evaluation System and the Personnel Development Program as Part II. The format and instructions for the FY 74/75 APP Report are being distributed now and the Career Service Reports will be forwarded to the Director of Personnel no later than 3 September 1974. Instructions and format for the FY 75 PDP Report will be distributed later for submission in the Fall.

W. E. Colby

W. E. Colby  
Director

Att  
FY 74/75 APP Rpt Forms

11 JUL 1974